

## Request Partial Day Off

Use this procedure to enter partial days off taken or requested in the future. Partial days off are entered and requested on the employee's timesheet by using the appropriate time off code and entering In and Out times.

**Note:**

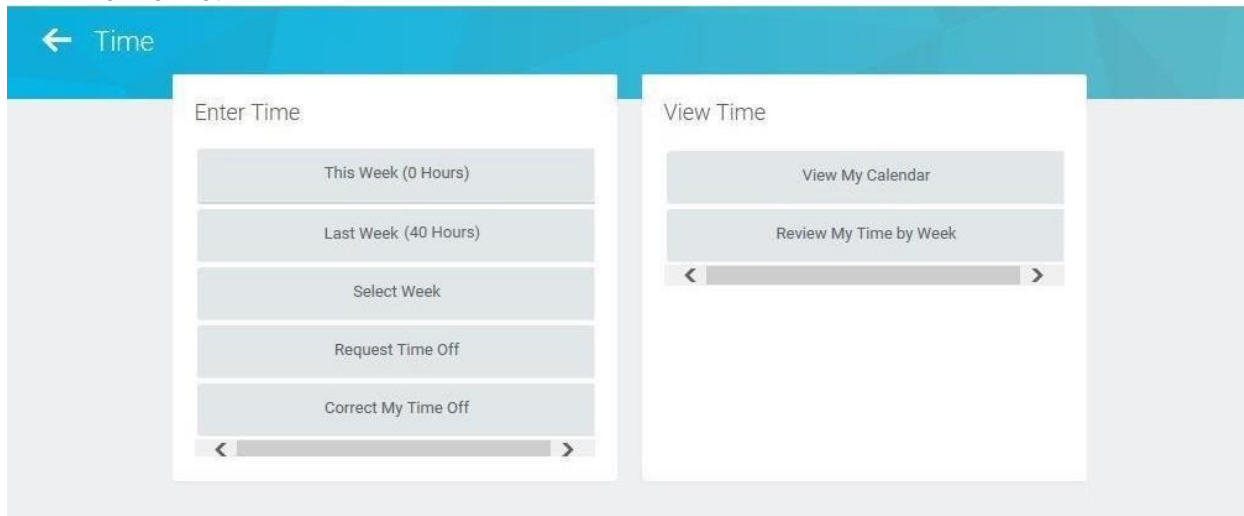
- If time off is requested in the future, save and submit the time for approval. Time Off reported displays on your manager's Team Time Off Calendar.
- Full days off can also be entered or requested on the timesheet as an alternative to using the Request Time Off process.

**Procedure:**



1. From the Home page, click the Time worklet.

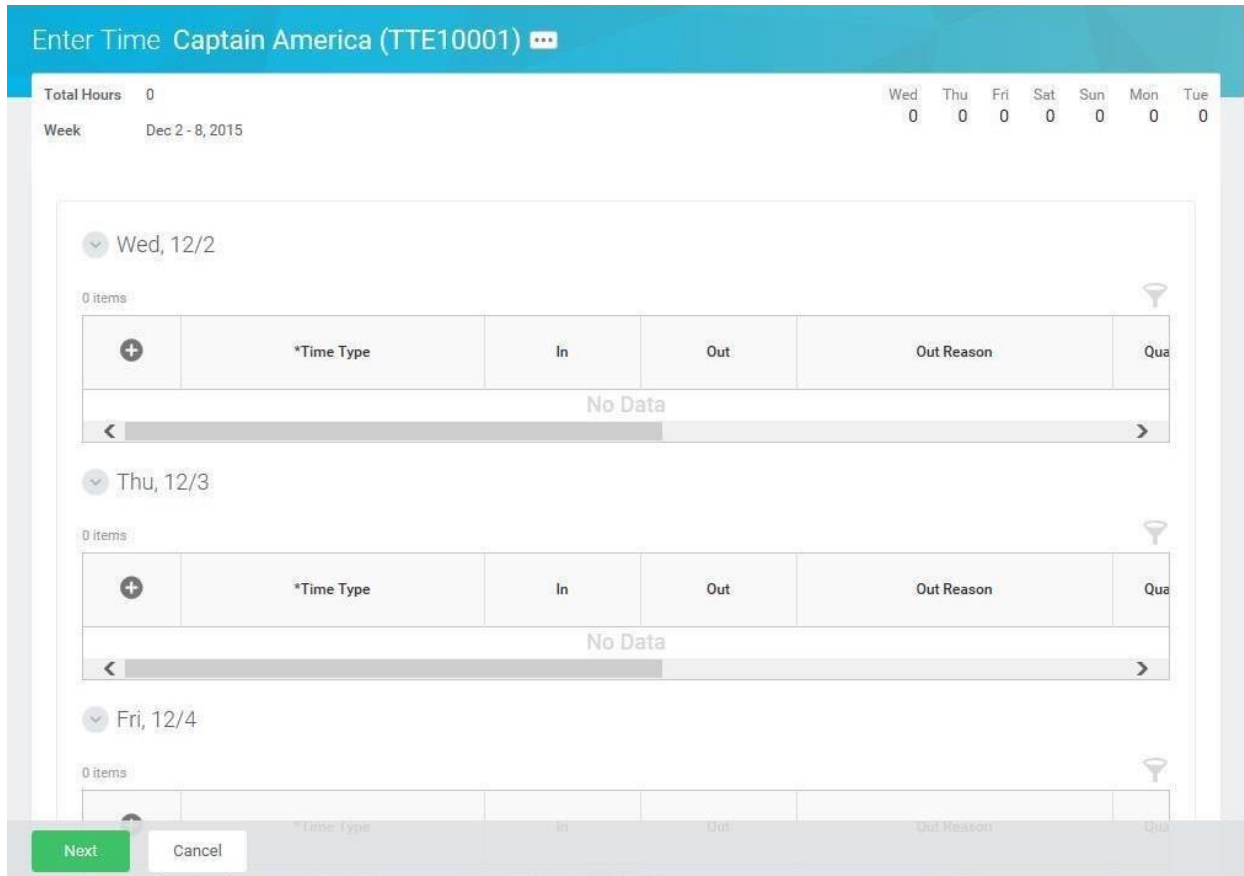
**Time Worklet**




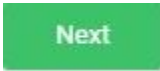
2. Choose whether to enter time for the current week or a prior week. Use one of the following buttons:

To...	Do This...
To enter time for the current week...	Click the <b>This Week</b> button.
To enter time for the previous week...	Click the <b>Last Week</b> button.
To select a week in a previous pay period...	Click the <b>Select Week</b> button.

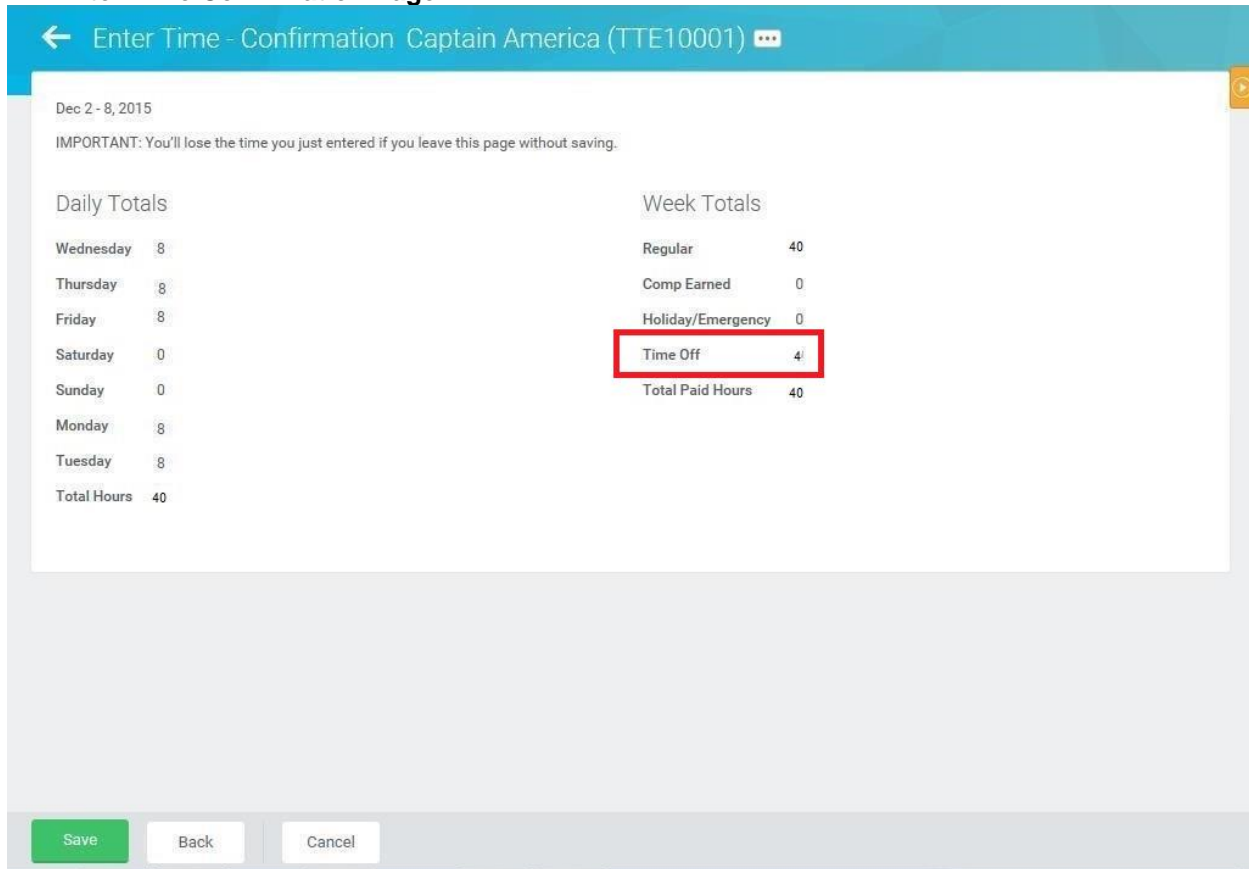
### Enter Time



3. Click the **Add Row**  icon to enter time on a specific day in the week (e.g., Wed, 11/4).
4. To enter partials leave, complete the following fields
  - **Time Type:** Use the prompt to select the appropriate Time Off code (e.g., Personal, Sick).
  - **Time Off Reason:** Use the prompt to select the time off reason.
  - **In:** Enter the start time of the leave.
  - **Out:** Enter the time the leave ended.
  - **Worktag:** Select a worktag (e.g., PCA, Grant Location, etc.), if applicable. **Note:** Only some agencies use worktags.
5. Repeat the steps above to enter any other leave, as needed.  
**Note:** Time worked and time off (leave) can be entered in any order depending on whether the leave was in the beginning, middle, or end of the day. All hours in your schedule must be accounted.



6. When you are finished entering time, click the Next button.  
**Enter Time Confirmation Page**



Dec 2 - 8, 2015

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals		Week Totals	
Wednesday	8	Regular	40
Thursday	8	Comp Earned	0
Friday	8	Holiday/Emergency	0
Saturday	0	<b>Time Off</b>	<b>4</b>
Sunday	0	Total Paid Hours	40
Monday	8		
Tuesday	8		
Total Hours	40		

Buttons: Save, Back, Cancel

7. Review the Daily and Week totals.
- The **Daily Totals** section displays the number of hours entered by day for the week including leave.
  - The **Week Totals** section displays the hours entered for time off in the Time Off category. If Unpaid leave was taken, the Total Paid hours will be decreased by the number of hours for leave without pay. **Note:** The screen shot above shows paid time off taken.
  - If you need to make changes to the timesheet, click the **Back** button.



8. Click the Save button.

**IMPORTANT:** You'll lose the time you just entered if you leave this page without saving.

9. Once time is entered for the pay period, the timesheet should be submitted for approval.



**Information:** If time off is requested in the future, save and submit the time for approval. Time Off reported displays on your manager's Team Time Off Calendar.

10. The System Task is complete.